

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DED0147872

Date Posted: 06/17/13

POSITION NO: 241753

Closing Date: OUF

CLASS CODE: 2020

POSITION TITLE: CONTRACT COMPLIANCE OFFICER

DEPARTMENT NAME: Navajo Nation Real Estate

DEPARTMENT NO: 14 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Monday-Friday

Permanent: ☒

SALARY:

Hours: 8am - 5pm

Temporary: ☐

Duration: \$ 38,084.80 Per Annum

Part-Time: ☐

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Monitor, evaluate and enforce all business site lease terms and conditions through collections, obtaining insurance proceeds, enforcing the Bond and processing business lease terminations and/or suit. Prepare scheduled reports, issue timely notice to Lessees; prepare compliance reports and coordinate with Nations Regional Business Development Offices. Ensure Cert. Chapters who are authorized to approve business leases comply with their management plans. Provide technical assistance to tribal programs and other entities on program related codes, laws, regulations, permits and fees; conducts field inspections to monitor compliance and follows up on corrective action for non-compliance issues. Consults with a variety of technical and/or professional specialists to obtain information; collects and analyzes information, data, reports and records, makes data, information available to attorneys for use in contract dispute inquiry/Office of Hearings and Appeals. Assist in and/or prepares oral presentations and required reports to interested individuals, local Chapters or entities. Resource person regarding Business Site Lease interpretations.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Business or a closely related field;

Experience:

and four (4) years job related experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Some positions may require specific licenses or certificates. ***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).***

Special Knowledge, Skills and Abilities:

Knowledge and application of Navajo Tribal Code, state, federal laws, regulations governing program.

Knowledge of procurement and contracting policies and methods.

Knowledge of business practices, general fund and cost accounting principles and practices.

Knowledge of generally accepted office procedures, equipment, including computers, financial/office application software.

Skill in interpreting labor laws, rules and regulations.

Skill in operating computer, standard office software including word processing, databases and spreadsheet files.

Skill in gathering, consolidating, analyzing facts and drawing conclusions.

Skill in research and preparing complex technical reports.

Skill in effectively, and clearly communicating complex technical concepts, orally and in writing.

Skill in establishing and maintaining effective working relationships.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99